

**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, OCTOBER 7th, 2009**

1. The meeting was called to order at 5:04 p.m. by Board President Avonnet Peeler
2. **ROLL CALL:** Board Members Dean Batchelor, Linda McHugh, Avonnet Peeler, and Peter Horikoshi

ABSENT: Board Member Roberto Rocha

STAFF PRESENT: Executive Secretary Karen Willis, Chris Low and Jill Kovacs, Senior Management Analysts

3. **MINUTES:** The minutes of the regular meeting of July 1, 2009 were presented for Board approval. Board Member Horikoshi moved to accept, Board Member McHugh seconded, and the motion was carried by a 4-0 vote.

4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JULY, AUGUST, AND SEPTEMBER 2009.

| 4A. ELIGIBLE LIST ESTABLISHED | DATE ESTABLISHED | EXAM NO. |
|--|------------------|----------|
| Assistant Engineer | 8/27/2009 | 209-22PR |
| Asst General Mgr - Customer Resources | 7/15/2009 | 209-11PR |
| Asst General Mgr - Energy Res Planning | 8/10/2009 | 209-12 |
| Customer Program Coordinator | 7/31/2009 | 209-13PR |
| Line Superintendent | 8/13/2009 | 209-18PR |
| Senior Account Clerk | 8/27/2009 | 209-19PR |
| Sr Customer Program Coordinator | 7/31/2009 | 209-14PR |
| Sr Energy Resources Analyst | 7/2/2009 | 209-10PR |
| Supervising Accountant | 8/13/2009 | 209-07 |
| Utility Accountant | 8/27/2009 | 209-17PR |
| Utility Systems Analyst | 7/31/2009 | 209-16PR |

| 4B. ELIGIBLE LIST EXTENDED | DATE ESTABLISHED | EXAM NO. |
|----------------------------|------------------|----------|
| Fire Captain | 5/2/2008 | 208-09PR |

| 4C. ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED | DATE ESTABLISHED | EXAM NO. |
|---|------------------|----------|
| Administrative Technician II | 12/18/2007 | 207-71 |
| Division Chief | 10/3/2007 | 207-16PR |
| Engineering and Operations Manager | 4/24/2009 | 209-02 |
| Intermediate Clerk | 10/23/2007 | 207-50 |
| Police Sergeant* | 5/20/2009 | 209-04PR |

* Eligible list was incorrectly submitted to Civil Service Board at the July 2009 meeting. List will be finalized upon completion of selection process due to military leave accommodation under USERRA.

4D. LIST OF SPECIFICATIONS:

New Classification Specifications:

Deputy Fire Chief

Existing Classification Specification Revision:

Custodian

Utility Accountant

Classification Specification Title Change/Revision:

FROM

Computer Services Supervisor

IS Network Analyst

IS Applications Specialist

IS Operations Technician

TO

Utility Information Systems Supervisor

Utility Information Systems Network Analyst

Utility Information Systems Billing Specialist

Utility Information Systems Billing Technician

President Peeler asked what the term "cancelled" meant with regard to the "List of Eligibles". Chris Low explained that it is rarely used, but when a list is cancelled it is because the remaining candidate or candidates are unsuitable for employment. He gave an example of a Public Safety Dispatcher recruitment where the candidates had passed the examination process and then failed to pass a background check. Their name(s) would remain on the list because they had passed the examination process, however the list would not have any viable candidates to choose from and would be cancelled.

Member Batchelor asked about the position changes at Alameda Municipal Power (AMP). He asked the reasoning behind these changes and if these changes caused the City to be at risk by moving them from the City Information Systems (IS) to more of a specialized utility classification. He was specifically concerned if there would be any negative impact or risk should lay-offs result. Chris Low explained that the IS classifications at AMP and the IS classifications for the City have always been separate and distinct and as such, there would be minimal risk.

Member McHugh stated that although she thought there was improvement made to the titles and job descriptions for the positions at AMP, she asked why the Network Analyst position had data professional responsibilities along with the networking responsibilities as that seemed out of the ordinary. She also asked about the use of the word "billing" in the titles of some of the jobs as these jobs seemed to be more systems specialists with a broader focus than just billing. Chris Low responded that there was not enough work for the Network Analyst to focus solely in one area and thus the classification is broader and takes on responsibilities of electrical and telephone. He also explained that the main focus of the "billing" positions is on the unique billing system application at AMP. Although, these positions will do other applications, those are minor as AMP is under the City system for payroll and accounting purposes.

Member Horikoshi moved and member Batchelor seconded to approve the consent calendar. Motion passed, 4-0.

5. REGULAR AGENDA ITEMS

5-A Election of the Civil Service Board Vice President

Executive Secretary Willis explained that she had overlooked the Vice President office when the Board elected a President at the July meeting. She stated that she had provided an excerpt from the City Charter in the Board packet which states that each board shall elect a President, a Vice President, and such other officers as it may desire.

President Peeler nominated Member Horikoshi for the Vice President. Member Horikoshi questioned whether or not it was proper protocol for the President to make a nomination for office. Member McHugh asked what the responsibilities of the Vice President were. President Peeler stated that the Vice President takes on all of the responsibilities of the President in the President's absence. There were no objections raised regarding the nomination being made by President Peeler. There were no further nominations. Member Batchelor seconded the nomination of Member Horikoshi for Vice President. Motion carried by a vote of 4-0.

5-B Activity Report - Period of June 1, 2009 – August 31, 2009

Jill Kovacs stated that this report reflected all of the lay-offs from the budget cuts. Member McHugh asked about the large number of lay-offs from the Planning and Building department. Executive Secretary Willis explained that due to the economic downturn, there are very few construction permits or remodeling permits being requested and as such, there is very little work for the Planning and Building department. Member McHugh asked if the City is well positioned budget wise. Executive Secretary Willis stated that the City approved a balanced budget on August 3, 2009. She stated that there was still some questions about the State budget and whether or not the City would have to cut more in redevelopment. However, for the time being, the City is operating under a balanced budget.

Jill Kovacs brought to the attention of the Board the fact that three previously laid off employees had been rehired by the City into other positions. These were not the same classification from which they were laid off, but they were able to come back to work for the City. Executive Secretary Willis stated that the notices to the employees at the Golf Course went out and these lay offs would occur by the end of the year. She stated that the City is posting all jobs internally first to provide an opportunity for these impacted employees to stay on with the City in other jobs such as the custodian and maintenance worker positions.

Member McHugh moved and Member Horikoshi seconded to approve the Activity Report. Motion passed 4-0.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There was no one present from the public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

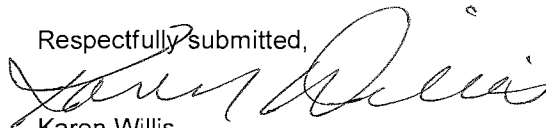
Member McHugh asked when the Civil Service Ordinance would be going to the City Council for approval. Secretary Willis responded that the date had been moved again to November 3, 2009. She stated this would be the first reading and that the second reading and adoption would be at the November 17, 2009 City Council meeting.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

There was no communication from staff.

9. President Peeler asked for a motion to adjourn the meeting. Board Member Horikoshi moved to adjourn and Board Member McHugh seconded the motion. The motion passed 4-0 and the meeting was adjourned by President Peeler at 5:30 p.m.

Respectfully submitted,



Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board